

**McLean County**  
**BOARD OF REVIEW/SUPERVISOR OF ASSESSMENTS**  
104 W. Front Street, Room 705, Bloomington, IL 61701 (309) 888-5132

## Non-Farm Property Assessment Complaint

Docket # \_\_\_\_\_

### Who should complete this form?

You should complete this form if you object to the assessment for your non-farm property and wish to request a hearing before the Board of Review. You must file the original complaint form and one copy with the Board of Review at the address shown below. Contact your Chief County Assessment Officer (CCAO) to obtain the filing deadline for this complaint. See the back of this form for information regarding property assessment appeals. **NOTE:** Attach any evidence that supports your complaint.

### Step 1: Complete the following information

**1** \_\_\_\_\_  
Property Owner's Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip

**2 Send notice to (if different from above)**

\_\_\_\_\_  
Property Owner's Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip

**3 Assessment Year for which your are filing this complaint** \_\_\_\_\_  
2002

**4** Write the Property Index Number (PIN) of the property for which you are filing this complaint. Your PIN is listed on your property tax bill or you may obtain it from your CCAO.  
Property Index Number: \_\_\_\_\_  
Use Code: \_\_\_\_\_  
Acres: \_\_\_\_\_  
Township: \_\_\_\_\_

**5** Write the street address of the property, if different than the address in Step 1.

\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip

### Step 2: Reasons for objecting to the assessment

- 6** Check the reason(s) you are objecting to the assessment:
- a** ☐ The property was assessed twice for year 2002.
- b** ☐ This assessment is ☐higher ☐lower than assessments of comparable property in this County.
- c** ☐ The property was exempt on January 1, 2002.

- d** ☐ The improvement was not taxable on January 1, 2002.
- e** ☐ Other, such as incorrect description, homestead exemption not deducted, etc. Describe in detail.  
\_\_\_\_\_  
\_\_\_\_\_

**7** Write any additional information that may be useful to the Board of Review in hearing this complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Step 3: Assessed values of the non-farm property

- 8** Write the assessed values of the non-farm property as of January 1, 2002.
- a** Land/lot or farm homesite \_\_\_\_\_
- b** Non-farm buildings \_\_\_\_\_
- c** Total \_\_\_\_\_

- 9** Write the amounts you estimate to be the correct assessed values of this property as of January 1, 2002.
- a** Land/lot or farm homesite \_\_\_\_\_
- b** Non-farm buildings \_\_\_\_\_
- c** Total \_\_\_\_\_

**McLean County**  
**BOARD OF REVIEW/SUPERVISOR OF ASSESSMENTS**  
104 W. Front Street, Room 705, Bloomington, IL 61701 (309) 888-5132

**Non-Farm Property Assessment Complaint**

**Docket #** \_\_\_\_\_

**Step 4: Supporting evidence**

- 10** What is your opinion of market value on January 1, 2002? \$ \_\_\_\_\_
- 11** Purchase date \_\_\_\_\_ Purchase price \$ \_\_\_\_\_  
Note: If recent sale, attach copy of real estate transfer declaration or settlement sheets.
- 12** Construction date \_\_\_\_\_ Construction cost \$ \_\_\_\_\_
- 13** Improvements since purchase \_\_\_\_\_ Date completed \_\_\_\_\_  
Did you do the work yourself? \_\_\_\_\_ How much? \_\_\_\_\_
- 14** To prove market value you may: (1) submit an appraisal, (2) submit comparable sales, (3) if new, submit proof of construction costs or (4) if INCOME PROPERTY, submit operating statement for last three years.
- 15** If you feel the property is over assessed in relation to other assessments, list below:
- | <i>Property Index Number</i> |            | <i>Assessed Values</i> |             |
|------------------------------|------------|------------------------|-------------|
| 1                            | Land _____ | Improvement _____      | Total _____ |
| 2                            | Land _____ | Improvement _____      | Total _____ |
| 3                            | Land _____ | Improvement _____      | Total _____ |

**Step 5: Signature**

I request a hearing on the facts in this complaint so that a fair and equitable assessment of the property can be determined.

\_\_\_\_\_  
Property owner's or authorized representative's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Daytime Phone